



**West Wight Timebank is a community project
that operates under Action 4 Support CIC**

DATA PROTECTION POLICY

(reviewed December 2016 and October 2018)

The Data Protection Act says: In brief – what does the Data Protection Act say about keeping personal data?

The Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that:

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

This is the fifth data protection principle. In practice, it means that you will need to:

- review the length of time you keep personal data;
- consider the purpose or purposes you hold the information for in deciding whether (and for how long) to retain it;
- securely delete information that is no longer needed for this purpose or these purposes; and
- update, archive or securely delete information if it goes out of date.

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West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight,
PO41 0TX

Tel: 07872 304 294 Email: info@wwtb.org

Website: <http://action4support.co.uk>

Action 4 Support CIC Company Number: 11307451





The National Lottery Community Fund which funds our WWTB says: 'We don't expect you (the WWTB) to keep any data records you do not need any more for us (Awards for All grant funders). These are the Timebank's records and you may keep them in line with your own data protection rules.'

WWTB Data protection rules:

The WWTB has in its membership form (individual and organisational) the following

'Should you decide to leave the Time bank, after 28 days we will delete your membership details. Any unused time credits will be donated to our community pot, unless you nominate another individual member or organisational member'

We will revisit the data for all of our ex-members from time to time and remove any data that is no longer needed.

The General Data protection Regulation is a new piece of legislation that comes into force in May 2018. In order to comply with this, all existing members were sent in the post updated Timebank ground rules which included the following:

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'I give my permission for information collected from my application form to be held on specific software provided by Timebank UK. By providing this information, you are agreeing to it being used for the running of the Timebank. If at any time I want to remove my data from the software package, I will let the Timebank coordinator know'.

They were asked to sign and return the updated ground rules to the coordinator, and to retain a copy for their records.

A letter was also sent to all members to explain that the application forms are kept in a locked cabinet in a locked room, and are only accessed by the coordinator. The data is kept on a password protected lap top, and the software programme itself is password protected, and only accessed by the Coordinator.

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